**Request for Proposals (RFP)**

**Application Package**

**FY 2024-25 Strategic Compensation Pilot Grant**

The Strategic Compensation Pilot Grant is a pilot grant program funded by the General Assembly of the State of South Carolina through Proviso 1.113 of Act 226, the General Appropriations Act of 2024, and administered by the South Carolina Department of Education.

Deadline for Receipt of Applications: **5:00 p.m., January 9, 2025**

Technical Assistance for Applicants: **10:00 a.m., December 17, 2024**

For RFP-specific questions, contact:

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Issued by:

South Carolina Department of Education

Division of College, Career, and Military Readiness

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# **PART I: General Information**

## Introduction and Purpose

The purpose of the Strategic Compensation Pilot Grant Program is to support innovative strategic educator compensation initiatives in public schools and charter schools that align with Proviso 1.113 of Act 226, the General Appropriations Act of 2024:

**1.113.** (SDE: Strategic Compensation Pilot)(A) Of the funds appropriated to the Department of Education, the department shall establish as strategic compensation for certified teachers pilot program for which districts or charter schools may elect to apply. The department shall ensure through its awards that at least half of participants are in a "critical need geographic area" as designated annually by the State Board of Education.

(B) The criteria for the grant application shall include, but not be limited to:

(1) measurement of educator effectiveness using student academic growth data as the primary indicator;

(2) additional measures of educator effectiveness including observation data, student survey data, attendance data, etc. as secondary indicators;

(3) ability to utilize student information systems and data governance policies to ensure appropriate rostering of students to their "educator(s)of record";

(4) demonstration of entrepreneurial spirit and willingness to implement a strategic compensation program that attracts, rewards, and recognizes educators;

(5) a quarterly reporting requirement to ensure key milestones are achieved and that fiscal stewardship and fidelity to core premise is evident; and

(6) evidence that the strategic compensation design is aligned with proven South Carolina efforts and/or proven national efforts that are backed by evidence.

(C) Districts receiving funding under this grant shall provide data as requested by the department to produce a report on the effectiveness of the pilot to be provided to the General Assembly.

Approximately $5,000,000 will be available for new grants in this funding cycle. The SCDE anticipates funding between 20-40 participating pilot schools for Strategic Compensation Pilot programs. Awards will be based on the following parameters:

1. For schools with less than 250 students, the anticipated award for the pilot is $100,000.
2. For schools with 250–500 students, the anticipated award for the pilot is $175,000.
3. For schools with 500+ students, the anticipated award for the pilot is $250,000.

The grant period ends June 30, 2025. All grants are subject to the availability of state funds. The SCDE will provide strategic support in administering this program. The grantee may obligate funds upon receipt of the grant award notice. However, no funds will be disbursed until after January 2025.

## Eligible Applicants

All South Carolina public school districts and charter schools are eligible to apply. Public school districts and schools located in a [critical need geographic area](https://ed.sc.gov/educators/recruitment-and-recognition/critical-need-areas/24-25-geo/) as determined by the State Board of Education (SBE) will receive priority for grants.

## Timeline of Granting Process

|  |  |
| --- | --- |
| **Date** | **Activity/Action** |
| December 17, 2024 | Pre-application technical assistance |
| January 9, 2025 | Deadline for receipt of applications |
| January 2025 | Notification of awards |
| January 15, 2025 | Funding period begins; projects can begin |
| June 30, 2025 | Funding period ends; projects must end |
| July 15, 2025 | Final report(s) due to the SCDE |

## Technical Assistance Session for Applicants

The Division of College, Career and Military Readiness will offer a technical assistance session via [Adobe Connect](https://scde.adobeconnect.com/strategiccompensationpilot/) on Tuesday, **December 17, 2024,** from 10:00 a.m.–12:00 p.m.

No password is required to join the session. Participants should enter their full names when logging in. Participants will be able to log in 30 minutes prior to the start of the session to test their equipment’s audio settings and to download/print handouts. While participation is not mandatory to submit an application, it is *highly recommended*.

## Statutory and State-Level Requirements

The SCDE will administer this program in compliance with Proviso 1.113 of Act 226, the General Appropriations Act of 2024 (see page 1).

This strategic compensation pilot encourages the recognition and retention of highly effective educators by implementing innovative compensation models. Preference will be given to districts that are:

* focusing the majority of their grant award on individual awards to teachers of math and reading,
* replicating an existing local or national model of strategic compensation,
* collaborating with the SCDE in the approach, data, and implementation, and
* tiering their approach based on educator performance.

Applicants must select from one of the following approaches for their compensation pilot:

1. State-Collaboration Approach
2. Excellence in Teaching Approach
3. District-Designed Approach

The SCDE will provide technical assistance and support to grantees for the selected approach to ensure the grantee aligns with best practices for fiscal management, data collection, and psychometric analysis.

The SCDE recommends that the applicant pilot their selected approach in no less than two and no more than five schools for this project. Basic information about the three approaches follows below.

#### State-Collaboration Approach

The State Collaboration Approach is based on Spring 2024 to Spring 2025 student growth as measured via SC Ready. Awards require students to have assessment results on SC Ready for the prior and current school years.

* Awards will be available for classroom teachers in grades 3-8 who teach either math or ELA.
* The SCDE will calculate growth metrics for districts/schools, and work with the awarded district to ensure rosters, assessment data, and other needed information is accurate prior to the district/school distributing awards.
* Other information about rostering and awards:
  + Every student must be placed on an educator's roster
  + Students may only be on one educator's roster per subject unless the student is in a Co-Teaching classroom
  + School-wide and teacher rosters will be reviewed and approved in coordination with campus-based teams
  + Rosters for all teachers will be verified in coordination with school principals prior to the spring testing window
  + Awards will be communicated after all rosters and assessment data have been vetted and verified
  + After award determination, an inquiry window is available for educators to raise potential issues

#### Excellence in Teaching Approach

The Excellence in Teaching Approach is based on Fall 2024 to Spring 2025 student growth.

* Awards require students to have assessment results for fall and spring via a state-approved interim assessment (MAP, STAR, and iReady)
* Awards are based on two components: Classroom Growth and Student Advancement
* Other information about rostering and awards:
  + Every student must be placed on an educator's roster
  + Students may only be on one educator's roster per subject unless the student is in a Co-Teaching classroom
  + School-wide and teacher rosters will be reviewed and approved in coordination with campus-based teams
  + Rosters for all teachers will be verified in coordination with school principals prior to the spring testing window
  + Awards will be communicated after all rosters and assessment data have been vetted and verified
  + After award determination, an inquiry window is available for educators to raise potential issues.

#### District-Designed Approach

Applicants may propose a district-designed approach to strategic compensation based on student growth. Applicants may elect to partner with an organization or university with expertise in the area of strategic compensation to design their application and/or assist with implementation. Applicants selecting this model must provide the following information:

* Evidence that their selected model replicates or is based upon an existing, successful local and/or national model and body of research;
* Model must use objective, quantitative data as the primary indicator for measuring student achievement;
* Information on eligible content areas and grade levels;
* Full description of method for determining educator effectiveness, including information on selected measurements, levels/tiers of awards if applicable; and
* Timeline for determining and awarding compensation.

The SCDE must make at least half of the awards in this competition to schools in [critical need geographic areas](https://ed.sc.gov/educators/recruitment-and-recognition/critical-need-areas/24-25-geo/) as determined by the SBE.

Applicants should also review the Assurances and Terms and Conditions for State Awards (on pages 22–24) to ensure that, if awarded a grant, they are capable of full compliance, especially with all the referenced federal regulations and state laws, in order to enter into an agreement with the SCDE for this program. Pursuant to S.C. Code Ann. §8-13-700 (Supp. 2024) the applicant must disclose any potential conflict of interest to the SCDE in accordance with the SC Ethics Reform Act conflict of interest policy. A signed Certification Signature Pages (see page 20) is required with the grant application and *legally binds* the applicant to the agency’s Assurances and Terms and Conditions.

## Program Accountability and Monitoring

The SCDE is responsible for monitoring this grant implementation in accordance with the following program accountability requirements:

* Each recipient receiving funds through this RFP meets the eligibility requirements for the grant described herein, and the applicant has provided all required assurances that it will comply with all program implementation and reporting requirements established through this RFP.
* Each recipient receiving funds through this RFP appropriately uses these funds as described in this application package.
* Each recipient implements activities funded through this application within the timeline in which the funds provided are to be used.

Applicants may be subjected to an evaluation of their financial system, internal controls processes, and policies and procedures by the SCDE’s [Office of Auditing Services](https://ed.sc.gov/finance/auditing) before a grant award is issued or during the grant term. Visit the [Office of Auditing Services](https://ed.sc.gov/finance/auditing/pre-award-audit-resources/) to access the review process and procedures.

Applicants awarded grant funds must satisfy periodic reporting and accountability requirements throughout the term of the grant. These requirements address: (1) program accountability; (2) performance reporting; (3) annual budget; (4) monitoring; (5) program evaluation; and (6) technical assistance.

* + 1. Program Accountability

Each grantee is responsible for carrying out its responsibilities in accordance with [Proviso 1.113](https://www.scstatehouse.gov/sess125_2023-2024/appropriations2024/tap1b.htm#s1); all applicable statutes, regulations, and programmatic guidance; and its approved grant application and work plan. Grantees are also required to submit periodic reports to the SCDE to report on the use of grant funds and the progress of grant activities.

* + 1. Performance Reporting

Performance reporting requirements include those for both programmatic reporting and fiscal reporting. The grantee is responsible for ensuring that all required performance reports are accurate, complete, and submitted on time.

This grant includes quarterly reporting on key milestones and fiscal activities. More information will be provided to grantees upon award.

*Programmatic Reporting Requirements*

The final performance report must be submitted to the SCDE no later than July 15, 2025. Progress toward achieving grant goals and objectives will be monitored through the performance report process.

The following is required of all grant recipients, and these requirements are to be reported in the final report in the period the activity occurred:

* Final methodology for determining compensation recipients (SCDE will provide this information for applicants selecting the state collaboration or excellence in teaching models);
* Necessary data and information on selected teachers, including rostering confirmations;
* Award amounts and distribution details (ex. Date and locations of awards, final list of awarded teachers, and the final award amount for each teacher);
* Additional optional awards/recognitions created by the district/school; and
* Data on the number of teachers retained at the conclusion of the school year.

*Fiscal Reporting Requirements*

The grantee is responsible for ensuring that all funds are used for strategic compensation as determined by the selected strategic compensation method (see section G on page 6). The grantee is responsible for retaining accurate and complete documentation and records of all expenditures. The grantee mustsubmit a final fiscal report to the SCDE that covers the duration of the grant award, by July 15, 2025.

* + 1. Project Allocation

Funds will be distributed as a direct one-time allocation to grantees. Grantees may not obligate funds prior to the receipt of a grant award notice.

* + 1. Monitoring

The SCDE will monitor grantees by confirming roster verification in each designated school, supporting data collection and award determination, disbursing funds, and monitoring award ceremonies and teacher notifications. Additional information from the grantee may be required within the final grant report.

SCDE staff will verify the contents of documentation submitted. Grantee may be asked to revise reports when:

* non-allowable expenses are found;
* reports are confusing or difficult to understand; or
* there are unexplained discrepancies between the proposed use of grant funds, as provided in the annual budget, and actual expenditures found in the submitted documentation.
  + 1. Program Evaluation

Grantees are required to participate in any program evaluation conducted by the SCDE and any SCDE partners.

* + 1. Technical Assistance to Grantees

Grantees are required to participate in any technical assistance that the SCDE may conduct the Strategic Compensation Pilot Grant. Delivery of such technical assistance may include in-person meetings, webinars and conference calls.

## Fiscal Operations

Grantees must use grant funds for allowable grant expenditures during the grant period. Indirect costs are not allowed. The SCDE will disburse funds after January 15, 2025, for the entire grant period and require documentation of allowable expenditures made with that allocation. Documentation of allowable expenditures must be submitted to the SCDE by July 15, 2025. *Note:* The SCDE will recoup any funds unexpended at the end of the grant period or funds expended on unallowable activities.

The SCDE reserves the right to withdraw or recoup funding pursuant to the grant agreement. The grantee *must agree* to pay a refund if the SCDE determines that strategic compensation funds were not expended in accordance with the grant agreement.

Allowable Costs

Funds are solely for the purpose of compensating highly effective teachers as determined by the selected strategic compensation method. For the purposes of this one-time award, this compensation is bonuses to teachers.

Unallowable Costs

Grantees may *not* use Strategic Compensation Pilot grant funds for any costs other than bonuses to highly effective teachers.

## Supplement, Not Supplant

Strategic Compensation Pilot funds must supplement, not supplant, existing services and may not be used to supplant federal, state, local, or non-federal funds. Projects may not use subgrant funds to pay for existing levels of services funded from any other sources.

## Review and Selection Process

Only those grant applications that are received by the deadline and deemed complete will be forwarded for review and funding consideration. All required materials including forms and appendices must be submitted for the application to be considered complete and eligible for review. Program staff will conduct an initial review of applications for completeness and compliance with the RFP instructions. No incomplete applications will be forwarded to the selected reviewers or considered for funding.

The Strategic Compensation Pilot Grant Committee will review all complete applications forwarded for review. Following the committee’s selection process, awards will be made to applicants determined to be qualified to receive funds based on responses that meet the criteria established for the grant program. Public school districts and schools located in a critical need geographic area as determined by the SBE will receive priority when their grants are judged to meet the criteria established for the grant program, as will those that meet specific criteria as defined by Proviso 1.113 (see page 1).

The committee will use the scoring rubric on page 18 to read and score each application independently. After a minimum of three committee members have individually rated each application, the scores will be averaged.

Applications will be rank ordered by averaged scores. The SCDE will ensure the geographic preference is met to comply with the "critical need geographic area" requirement in Proviso 1.113 for at least half of awardees. Grant awards will be made subject to the SCDE’s final approval, the availability of funds, and the geographic requirement.

Grant awards are not final until an SCDE grant award notice is fully executed. Notification of funding will be sent by January 2025 to the authorized official listed on the Certification Signature Pages.

## Appeals Process

An applicant who has submitted a proposal that the SCDE does not fund has 30 calendar days after receiving notification that the proposal is not funded to request a review of the process. Scores may not be appealed; the SCDE will not rescore applications. An unfunded applicant may inquire as to whether or not the application process was followed.

The request for review must be directed to the State Superintendent of Education and must state the reasons for the request. The Superintendent may delegate to a deputy superintendent the authority to conduct a review. The deputy superintendent will issue a decision after the review of the information submitted by the applicant and the program office. This decision will be the final decision of the agency. The applicant may appeal the agency’s decision to the Administrative Law Court under the terms of the Administrative Procedures Act.

# **PART II: Application Overview, Content, and Instructions**

Read *all*guidelines and criteria carefully before preparing your application. Adhere to font, format, page limit, and organizational requirements. Only applications that include *all* sections *and* appendices and fully adhere to these guidelines will be reviewed and considered for funding. Incomplete applications *will not* be reviewed.

## Application Overview

The Strategic Compensation Pilot online application is organized into the following sections:

* Online Forms
  + Applicant Information
    - Applicant Name (District or Charter School)
    - Applicant Address
    - Contact for Strategic Compensation Pilot Information (name, phone number, job title, email address)
  + Project Overview
  + Project Details for District-Designed Approach Only

This section will only appear for applicants selecting this approach

* + Funding Information
* Proposal Attachment
  + Certification Signature Pages

## Online Application Submission

Proposals must be submitted using the [online application form](https://scde.formstack.com/forms/strategic_comp_grant_app_2025). The online submission is organized into a section of online forms and a location for one proposal attachment.

Use the following instructions to compile information for all form sections and the required proposal attachment prior to starting the online application form. Verify that all components and signatures are complete prior to uploading the attachment; refer to the screenshot on page 15 for upload location.

## Online Form Sections

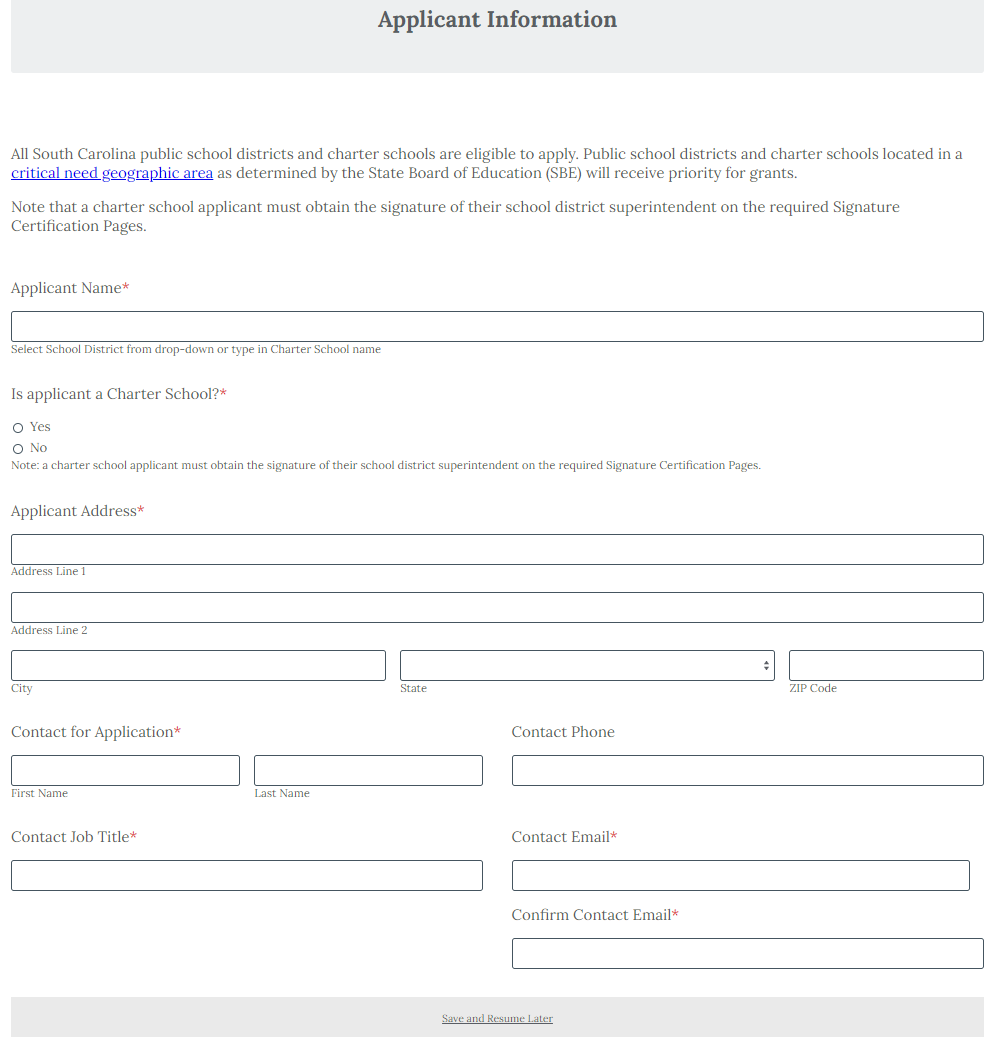
The following screenshots are for informational purposes only and are provided to assist applicants in compiling all items needed to complete the online form sections and the application attachment. The SCDE encourages applicants to prepare *all* parts of the application *before* beginning the online submission process.

### Applicant Information

Provide contact information for the district/charter school applicant. Enter the applicant name and indicate whether or not the applicant is a charter school. If the applicant is a charter school, enter the school’s school district name. Note that for a charter school applicant, their district superintendent must sign the certification signature pages (required attachment).

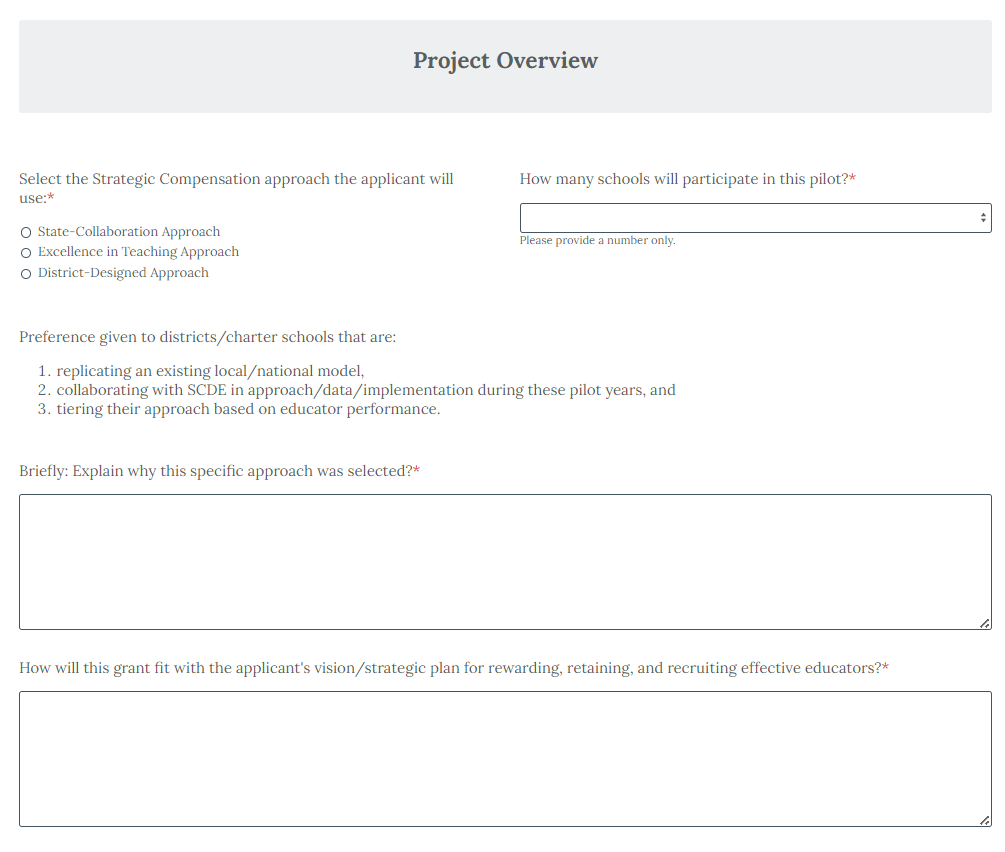
A screen shot of the application form with the applicant name input field and question of whether applicant is a charter school.


Enter the applicant’s address. Enter information for a contact for the pilot grant, including phone, job title, and email.



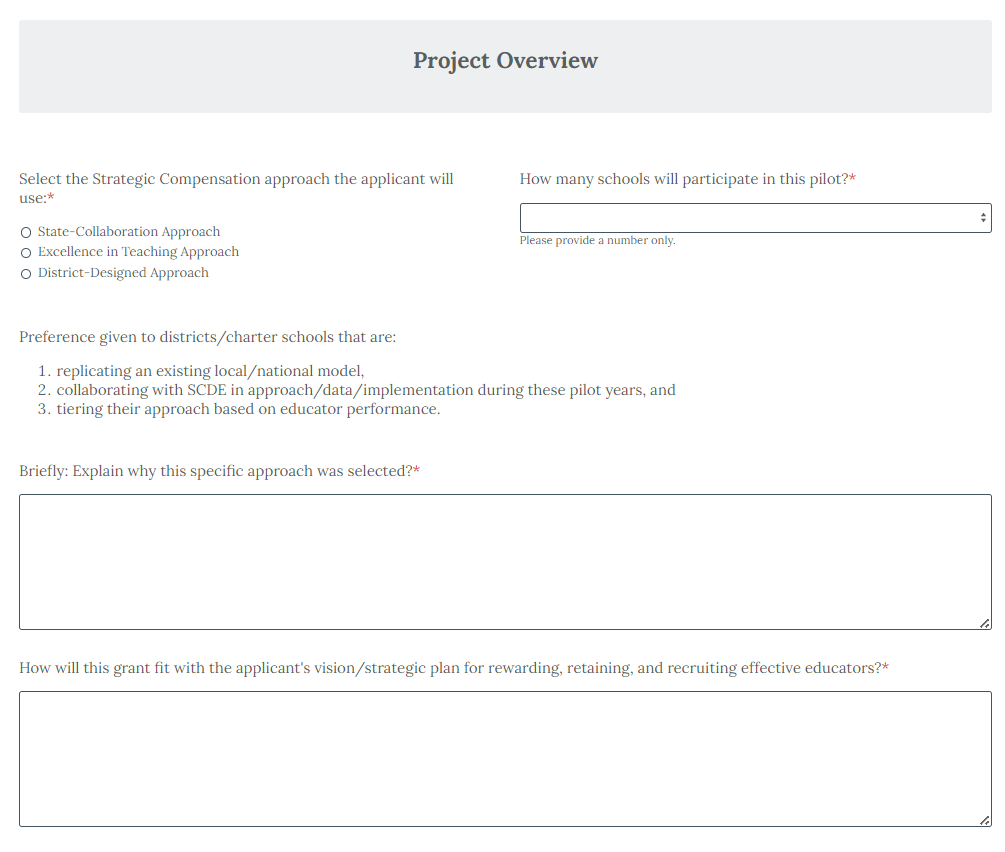
### Project Overview

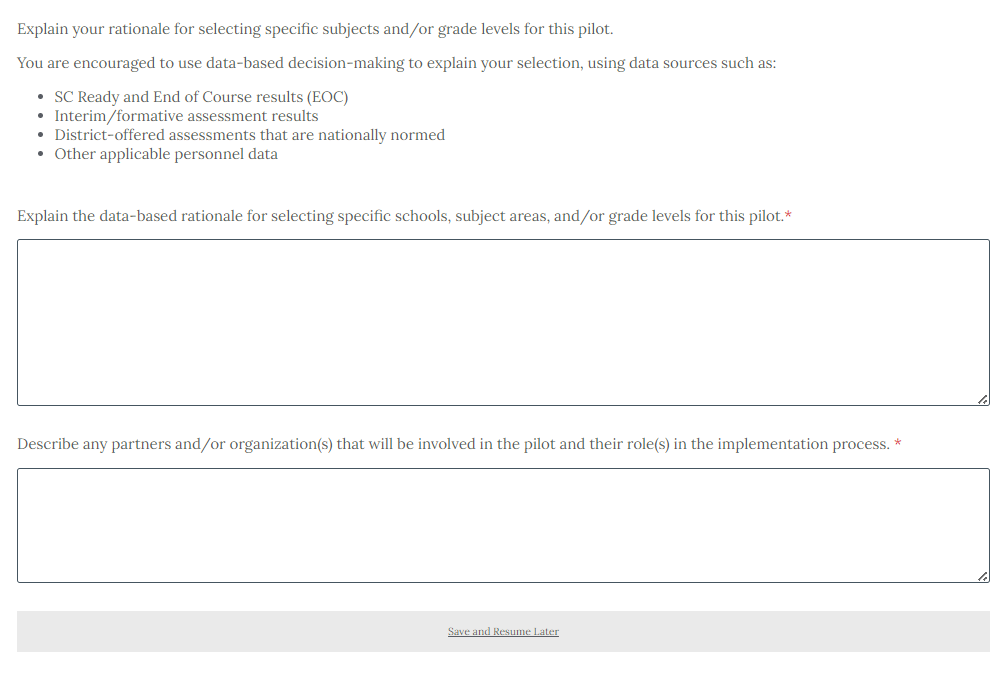
Indicate the Strategic Compensation approach selected for the pilot. Provide the specific number of schools that will participate in the pilot.



Provide an overview of the proposed pilot and details on the selected approach, including:

* The rationale for the selected specific approach,
* How the grant aligns with the applicant’s vision/strategic plan,
* The data-based rationale for selecting specific subjects and/or grate levels, and
* Information on any partners/organization(s) and their roles in the project.

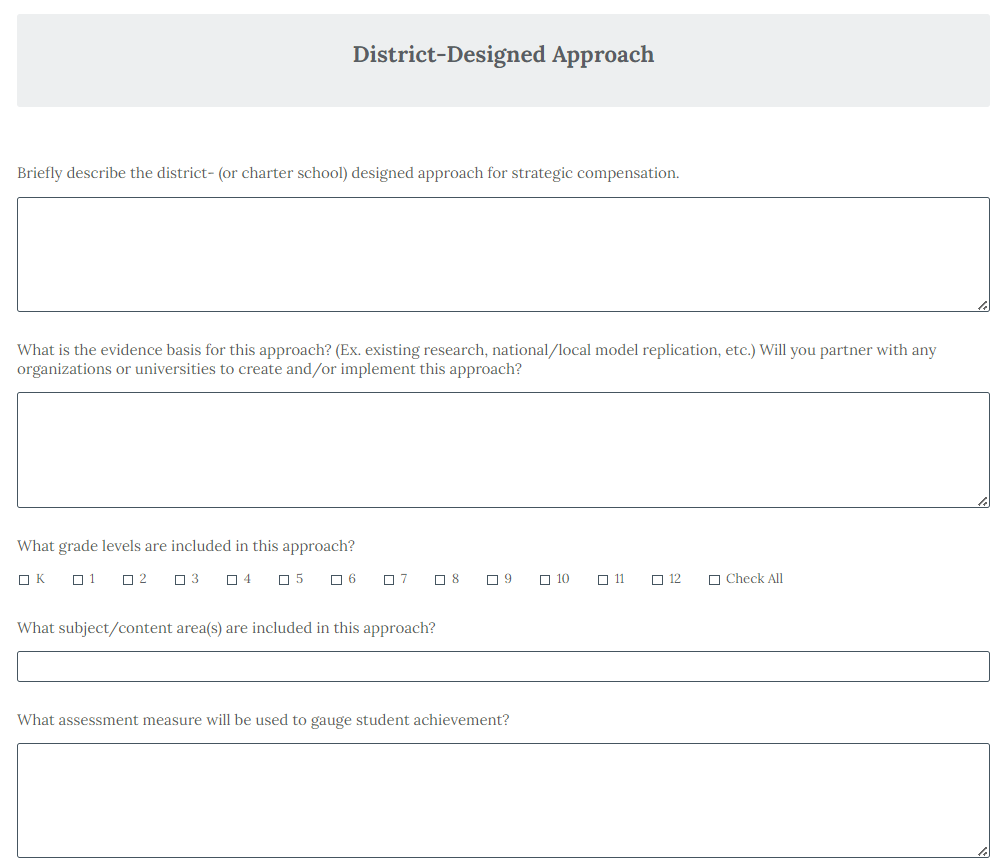


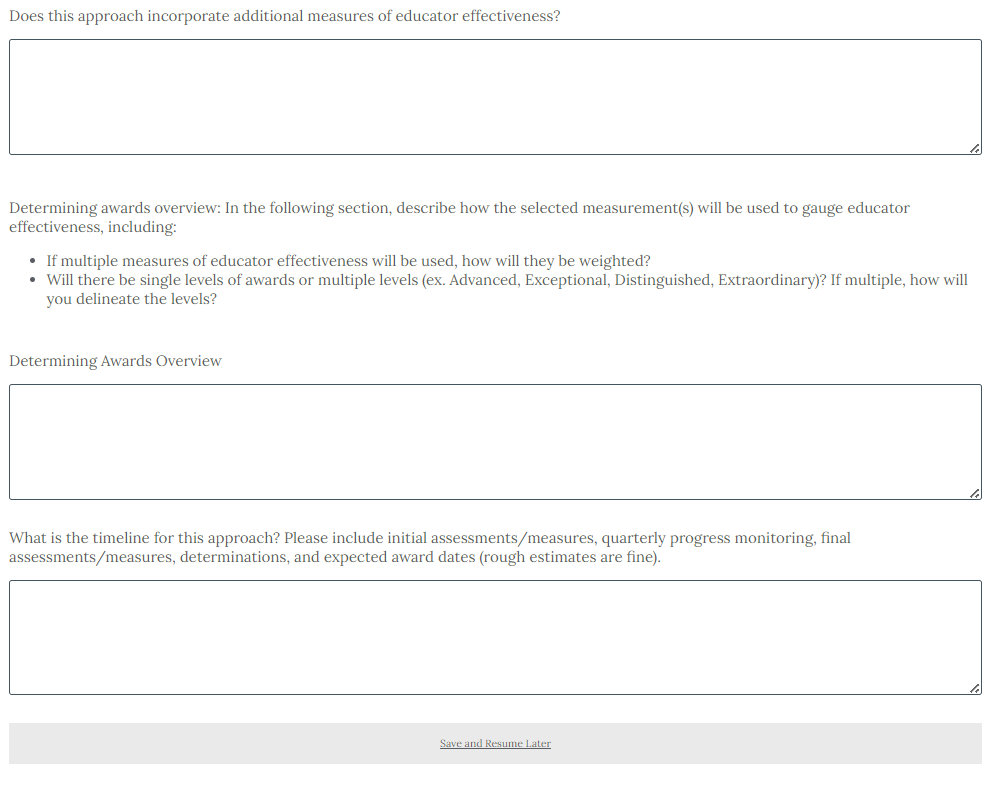


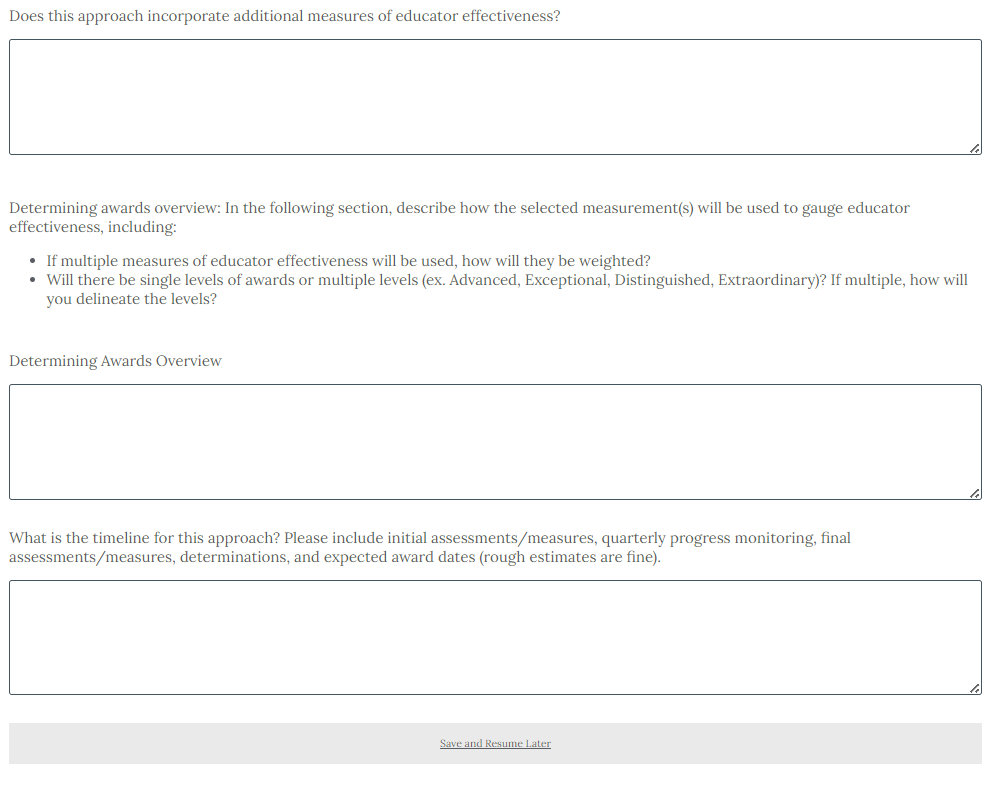
### District-Designed Approach ONLY

Applicants selecting the district-designed approach must provide additional details, including:

* A brief description of the approach for strategic compensation,
* The evidence basis for this approach and whether partners will be involved
* The selected grade levels, subject areas, and assessments/measures to be used,
* Whether the approach incorporated additional measures of educator effectiveness,
* Details on method for determining awards, and
* The timeline for determining and awarding compensation.







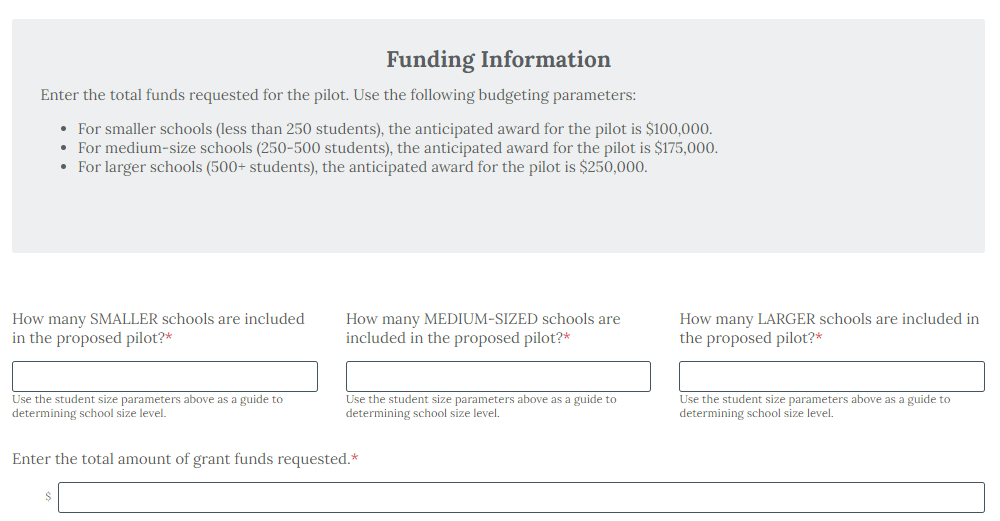
### School Information

Based on the number of schools selected in the Project Overview section (see page 10), the form will populate fields for participating school names and each school’s target grade level(s) and targeted subject(s) for the proposed pilot.

A screenshot of a specific chool information input fields.


### Funding Information

Indicate how many schools, by size, will participate in the pilot. Enter the total funds requested based on the number of participating schools and the student population of those schools (see page 1).



## Attachment

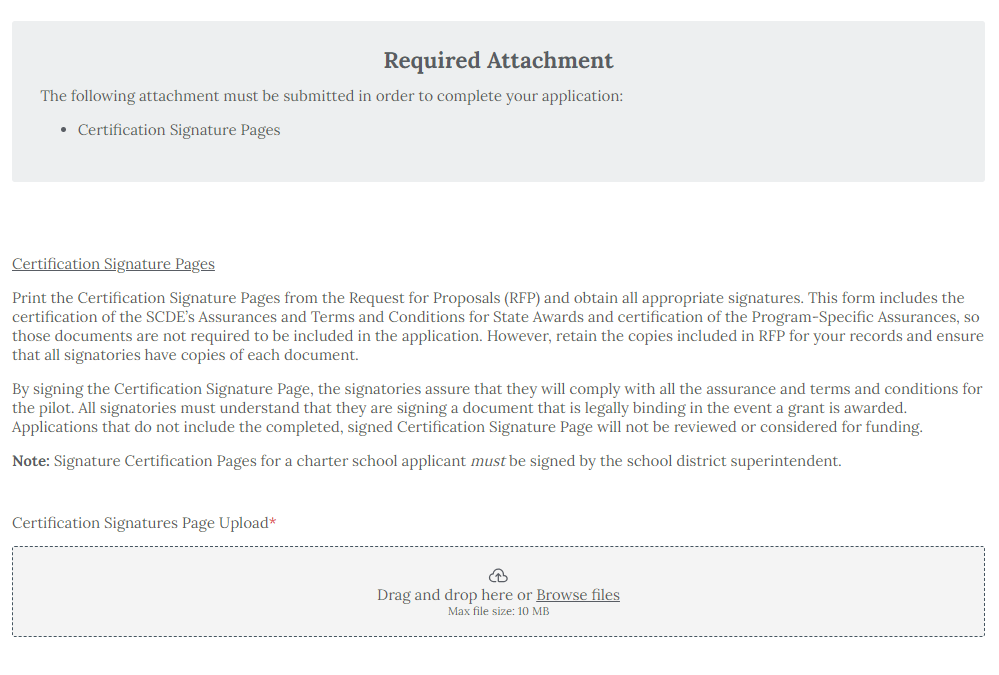
Certification Signature Pages

Print the Certification Signature Pages (see pages 20–21) and obtain the appropriate signatures. Charter School applicants *must* submit a Certification Signature Page that is signed by the district (Authorizer) superintendent.

This form includes the certification of the SCDE’s Assurances and Terms and Conditions for State Awards (pages 22–24) and the program-specific assurances (page 25) conveyed in this RFP. Those documents are not required to be included in the applicant’s proposal submission. However, retain the copy included in this RFP for your records and ensure that the signatories and partner organizations have copies of each document.

By signing the Certification Signature Pages, the signatories assure that they will comply with all the assurance and terms and conditions for the project/program. *All* signatories *must* understand that they are signing a document that is *legally binding* in the event a grant is awarded.

Scan the completed Certification Signature Pages into a *single* PDF document to be uploaded into the online application where indicated (see page 15). Applications that *do not* include the signed Certification Signature Pages *will not* be reviewed or considered for funding.



## Deadline and Submission Procedures

1. Applications *must* be submitted online using the [online application form](https://scde.formstack.com/forms/strategic_comp_grant_app_2025) **before** **5 p.m**. on **January 9, 2025**.
2. Only applications that adhere to *all* of the guidelines and directions set forth in this RFP will be reviewed and considered for funding.
3. No hard copy applications will be accepted. Applications delivered by hand, postal mail, email, or fax *will not* be accepted.
4. Applications must originate from the applicant. Applications that are plagiarized from the Internet, other grants, or other resources will not be considered for funding.
5. Applications will not be returned. Keep a copy of the entire application for your records.

## Online Application Submission

The SCDE encourages applicants to prepare *all* parts of the application *before* beginning the online submission process. Make sure all information submitted is accurate, including formal or official names such as the school district, and that spelling is correct. Do not use abbreviations or acronyms. All fields marked with a red asterisk are *required*; you will not be able to proceed to the next screen of the application without entering all required information.

If necessary, you may save your progress in the online application and return to the form later. Click on the “**Save and Resume Later**” link to save your progress. You will be given the option of copying and saving the link to the partially completed form or entering an email address to have the link emailed to you. Be sure to enter the email address correctly as SCDE personnel cannot access the hyperlink or the incomplete application. Use the link to access the application from any computer within thirty days to complete the online submission. Without the link or after thirty days, the data previously entered cannot be retrieved, and you will have to begin a new application. A saved application is *not* a submitted application. You *must* follow all of the steps described on pages 16–17 to complete the submission process.

Note that when saving the online application form, the attachments and signature fields *will not* be included in the saved form (see screenshot below). Those fields must be populated again before submitting the application form.

Autocapture warning

Autocapture warning that attachments and signature fields will not be included in a saved application form.

Data Review and Confirmation Page

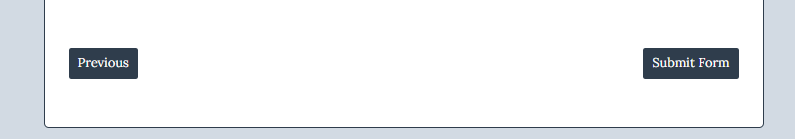
Before submitting the application, thoroughly review the summary on the Confirmation Page to verify that all information has been entered correctly in the online application prior to submitting. You will *not* be able to access the completed application form after it has been submitted so it is particularly important to ensure that all information in the application form has been entered correctly.

Screenshot of the confirmation page of the online application form.

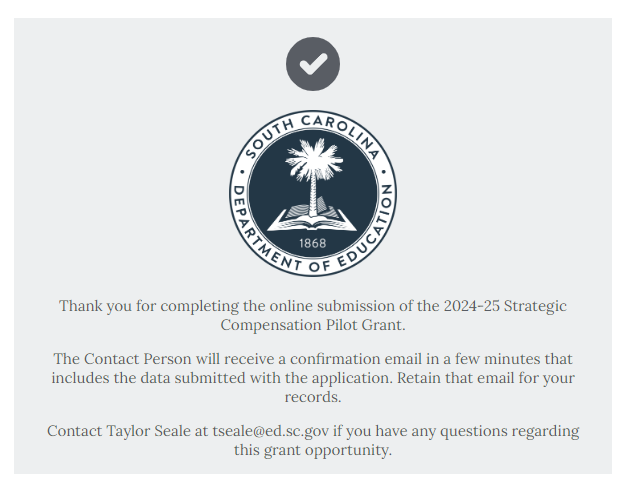


If any entries are incorrect, click on the “**Previous**” button at the bottom left corner of each screen to return to the appropriate section(s) and reenter the correct information. Then click on the “**Next**” button in the lower right corner of each screen to return to the Data Review Page. Note: This page is not a confirmation of the submission of an application.

After verifying that all entries are correct, click on the "**Submit Form**" button in the lower right corner of this screen in order to complete the submission process.



After submitting the application, the following message will be displayed on the screen.



A confirmation message will be e-mailed to the email provided for the Contact under Contact Information in the online form.

If the Contact does not receive a confirmation e-mail and you have checked your junk/spam folder, then the application did not successfully transmit. You must go back and resubmit the *entire* online form, including *all* attachments, in order for your application to be considered for funding. Only the most recently submitted application will be reviewed.

An e-mail confirmation that the grant application was successfully submitted does not account for the quality of the uploaded attachments or the completeness of the online form. The confirmation e-mail *only* notifies you that the online application has been submitted and received. Applicants are responsible for ensuring that the information entered in the online form, including all attachments, is accurate and complete for the application to be reviewed and considered for funding.**Appendix B: Selection Criteria and Reviewers’ Scoring Rubric**

**Selection Criteria**

Reviewers will use the following rubric to read and score each application independently. After a minimum of three reviewers have individually rated each application, the scores will be averaged.

Applications will be rank ordered by averaged scores. Subject to the SCDE’s final approval, the availability of funds, geographic equity, and the inclusion of priority programming, grant awards will be made. Per Proviso 1.113, at least half of awardees must be located in a "critical need geographic area" as designated by the State Board of Education.

Applicants are encouraged to also consider the following information:

| **1 = No Evidence** | **2 = Some Evidence** | **3 = Strong Evidence** |
| --- | --- | --- |
| * Ideas are unclear with little/no support. * Few examples are used throughout plan. * Lacks relevant details. | * Ideas are broad with some support. * Examples are used, but not throughout plan. * Details are relevant, but not sufficient. | * Ideas are clear with sufficient support. * Specific examples are used throughout plan. * Details are relevant. |

Preference given to districts/schools that are:

1. focusing the vast majority of their budget on individual awards in math/reading,
2. replicating an existing local/national model or body of existing research,
3. collaborating with SCDE in approach/data/implementation during the pilot years, and
4. tiering their approach based on educator performance.

**Scoring Rubric**

| **Measure** | **Yes/No** | **Application Quality**  **Score 1–3** | **Notes** |
| --- | --- | --- | --- |
| Measurement of educator effectiveness using student academic growth data in math or reading is the primary indicator. |  |  |  |
| District/school’s selected model is aligned with proven South Carolina efforts and/or proven national efforts that are backed by evidence. |  |  |  |
| District/school’s rationale for the selected **compensation approach** is based on data, including but not limited to academic data, personnel data, etc., and needs. |  |  |  |
| District/school’s rationale for the **selected school sites, grade level(s), and subject area(s)** is based on data, including but not limited to academic data, personnel data, etc. |  |  |  |
| District/school’s selected approach aligns with the district vision/strategic plan for rewarding, recruiting, and retaining effective educators. |  |  |  |

# **Appendix C: Required SCDE Forms**

## Certification Signature Pages

*(This form must be signed by the individual from each proposed district, school, or organization who holds the title listed below.)*

**Certification**

|  |
| --- |
| I hereby certify that, to the best of my knowledge, the information and data contained in this application are true and correct. The applicant’s governing body has duly authorized this application and documentation, and the applicant will comply with the Program Specific Assurances (if applicable) and the SCDE Assurances and Terms and Conditions if the grant is awarded. |

**Authorized Official** (District Superintendent)

|  |  |
| --- | --- |
| Name: | |
| Position: | Email: |
| Telephone: | Fax: |
| Signature of Authorized Official: | Typed name of Authorized Official: |
| Date Signed: | |
| Signature of Financial Official: | Typed Name of Financial Official: |
| Date Signed: | |
| School name: | |
| Signature of Principal (if applicable): | Typed Name of Principal: |
| Date Signed: | |
| School name: | |
| Signature of Principal (if applicable): | Typed Name of Principal: |
| Date Signed: | |

|  |  |
| --- | --- |
| School name: | |
| Signature of Principal (if applicable): | Typed Name of Principal: |
| Date Signed: | |
| School name: |  |
| Signature of Principal (if applicable): | Typed Name of Principal: |
| Date Signed: | |
| School name: | |
| Signature of Principal (if applicable): | Typed Name of Principal: |
| Date Signed: | |

Please complete, print, and obtain signatures prior to submission. Include the signed, scanned form in the required attachment indicated on page 15.

## Assurances and Terms and Conditions for State Awards

For informational purposes only

*The applicant certifies to abide by the SCDE Assurances and Terms and Conditions by signing and submitting the Certification Signature Pages.*

**Assurances**

I certify that this applicant

1. Has the legal authority to apply for state assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonstate share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the South Carolina Department of Education (SCDE) access to and the right to examine all records, books, papers, or documents related to this award and will establish a proper accounting system in accordance with generally accepted accounting principles (GAAP) or agency directives.
3. Has an accounting system that includes sufficient internal controls, a clear audit trail, and written cost-allocation procedures as necessary. The financial management systems are capable of distinguishing expenditures that are attributable to this grant from those that are not attributable to this grant. This system is able to identify costs by programmatic year and by budget line item and to differentiate among direct, indirect, and administrative costs. In addition, the applicant will maintain adequate supporting documents for the expenditures and in-kind contributions, regardless of the type of funds, if any, that it makes under this grant. Costs are shown in books or records (e.g., disbursements ledger, journal, payroll register) and are supported by a source document such as a receipt, travel voucher, invoice, bill, or in-kind voucher.
4. Will also comply with GAAP as it relates to budgets, budget amendments, and expenditure claim submissions.
5. Will approve all expenditures, document receipt of goods and services, and record payments on the applicant’s accounting records prior to submission of reimbursement claims to the SCDE for costs related to this grant.
6. Will initiate and complete work within the applicable time frame after receipt of approval by the SCDE.
7. Will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, or disability. The applicant will take affirmative action to ensure that applicants for employment and the employees during the period of their employment are treated without regard to their race, color, religion, age, sex, national origin, or disability.
8. Will comply with the Ethics, Government Accountability, and Campaign Reform Act (S.C. Code Ann. § 2-17-10 *et seq.* and § 8-13-100 *et seq.* (Supp. 2024).
9. Will comply with the Drug Free Workplace Act (S.C. Code Ann. § 44-107-10 *et seq.* (Supp. 2024)) if the amount of this award is $50,000 or more.

**Terms and Conditions**

1. **Completeness of Proposal.** All proposals should be complete and carefully worded and must contain all of the information requested by the South Carolina Department of Education (SCDE). If you do not believe a section applies to your proposal, please indicate that fact.
2. **Non-awards/Termination.** The SCDE reserves the right to reject any and all applications and to refuse to grant monies under this solicitation. If the SCDE rejects an application, the applicant has a right to request a review of the process consistent with the appeals process presented in the Request for Proposals (RFP).

After it has been awarded, the SCDE may terminate a grant by giving the grantee written notice of termination. In the event of a termination after award, the SCDE shall reimburse the grantee for expenses incurred up to the notification of termination. In addition, this grant may be terminated by the SCDE if the grantee fails to perform as promised in its proposal.

Upon the termination of a grant, the grantee shall have the right to a review process. The grantee must notify the SCDE of its request within 30 days of receiving written notice of the termination.

1. **Reduction in Budgets and Negotiations.** The SCDE reserves the right to negotiate budgets with potential grantees. The SCDE may, at its sole discretion, determine that a proposed budget is excessive and may negotiate a lower budget with the applicant. The applicant may at that time negotiate or withdraw its proposal. In addition, the SCDE may desire to fund a project but not at the level proposed. In that case, the SCDE shall notify the applicant of the amount that can be funded, and the applicant and the SCDE shall negotiate a modification to the proposal to accommodate the lower budget. All final decisions are that of the SCDE.
2. **Amendments to Grants.** Amendments are permitted upon the mutual agreement of the parties and will become effective when specified in writing and signed by both parties.
3. **Use of Grant Funds.** Funds awarded are to be expended only for purposes and activities covered by the approved project plan, budget, and budget narrative.
4. **Submission of Expenditure Reports.** Claims for reimbursement must be made at least quarterly and consistent with calendar quarters (e.g., an expenditure report claim for costs for January 1 through March 30 must be filed by May 15).
5. **Obligation of Grant Funds.** Grant funds may not be obligated prior to the effective date or subsequent to the end or termination date of the grant period. No obligations are allowed after the end of the grant period. The final request for expenditure report claims must be submitted no later than forty-five (45) days after the end of the grant period unless the scope of work for the grant states a shorter reporting period.
6. **Deobligation of Funds.** After a final expenditure claim has been submitted to the SCDE, the grantee will go through the official deobligation process with the SCDE.
7. **Documentation.** The grantee must provide for accurate and timely recording of receipts and expenditures. The grantee’s accounting system should distinguish receipts and expenditures attributable to each grant. The grantee must review the memo regarding “[Guidelines for Retaining Documentation to Support Expenditure Claims](http://ed.sc.gov/finance/auditing/manuals-handbooks-and-guidelines/guidelines-for-retaining-documentation-to-support-expenditures/).”
8. **Travel Costs.** Travel costs, if allowed under this solicitation, must not exceed limits noted in the United States [General Services Administration (GSA) per diem rates](https://www.gsa.gov/travel/plan-book/per-diem-rates) for lodging, except in the case of conference lodging required for program-required training. In the case that conference-related lodging exceeds the GSA per diem rate, the grantee shall follow their entity’s written procedure for obtaining prior approval to exceed a GSA rate for a conference hotel. Meals and incidentals are limited by the state budget proviso, currently not to exceed $35 per day for in-state travel and $50 for out-of-state travel (see page 81 of the [State of South Carolina Statewide Disbursement Regulations](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcg.sc.gov%2Fsites%2Fcg%2Ffiles%2FDocuments%2FGuidance%2520and%2520Forms%2520for%2520State%2520Agencies%2FCG%27s%2520Accounting%2520Policies%2520and%2520Procedures%2F03-31-22%2FDisbursement%2520Regulations%2520-%2520March%25202022.pdf&data=05%7C01%7CJHicks%40ed.sc.gov%7Ce1ef2a31a64a492ddf5b08da59058959%7C2704e2c529f54f7eb91cbd56f0685995%7C0%7C0%7C637920177568711085%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ieiO0yocAxqKa1YcO2T86VHjhwcb%2BkKzGOPAHhB%2BwE0%3D&reserved=0)). Mileage reimbursement must follow the current Office of Comptroller General instructions, which is consistent with the published IRS rates.
9. **Honoraria.** Amounts paid in honoraria, if allowed under this grant, must be consistent with SCDE policies. Applicants should check with the program office before budgeting for honoraria.
10. **Reports.** The grantee shall submit, as required or instructed by the awarding program office, all reports (programmatic, financial, or evaluation) within the specified period or date and in the prescribed format. An expenditure claim report must be filed by July 5 for all expenditures incurred by June 30 in order to comply with the generally accepted accounting principles (GAAP) and the production of the State's Comprehensive Annual Financial Report.
11. **Copyright.** The grantee is free to copyright any books, publications, or other copyrightable materials developed in the course of this grant. However, the SCDE reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the copyrighted work developed under this grant.
12. **Certification Regarding Suspension and Debarment.** By submitting an application, the applicant certifies, to the best of its knowledge and belief, that the

* Applicant and/or any of its principals, subgrantees, or subcontractors
  + are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency; have not, within a three-year period preceding this application, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
  + are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated above.
* Applicant has not, within a three-year period preceding this application, had one or more contracts terminated for default by any public (federal, state, or local) entity.

1. **Audits.** Although this Assurances, Terms, and Conditions document is for a state award, federal audit requirements apply as follows:

* Entities expending $750,000 or more in federal awards:

Entities that expend $750,000 or more in federal awards during the fiscal year are required to have an audit performed in accordance with the provisions of 2 CFR Part 200.501, *et seq*. Except for the provisions for biennial audits provided in 2 CFR Part 200.504 (a) and (b), audits must be performed annually as stated at 2 CFR Part 200.504. A grantee that passes through funds to subrecipients has the responsibility of ensuring that federal awards are used for authorized purposes in compliance with federal program laws, federal and state regulations, and grant agreements. The director of the OMB, who will review this amount every two years, has the option of revising the threshold upward.

* Entities expending less than $750,000 in federal awards:

Entities that expend less than $750,000 in a fiscal year in federal awards are exempt from the audit requirements in 2 CFR Part 200.504. However, such entities are not exempt from other federal requirements (including those to maintain records) concerning federal awards provided to the entity. The entity’s records must be available for review or audit by the SCDE and appropriate officials of federal agencies, pass-through entities, and the General Accounting Office (GAO).

1. **Records**. The grantee shall retain grant records, including financial records and supporting documentation, for a minimum of six (6) years after the end date of the grant when the final expenditure report claim for reimbursement and all final reports have been submitted, unless informed otherwise or in case of litigation.
2. **Electronic Signature Agreement.** I agree that my electronic signature is the legally binding equivalent to my handwritten signature.

## Program-Specific Assurances

*For informational* *purposes only.*

*The applicant agrees to abide by the SCDE Program-Specific Assurances by signing and submitting the Certification Signature Page*

The applicant certifies that it will:

1. Use student academic growth data as the primary indicator in measuring educator effectiveness.
2. Use additional measures, including observation data, student survey data, attendance data, etc. as secondary indicators of educator effectiveness.
3. Use student information systems and data governance policies to ensure appropriate rostering of students to their "educator(s)of record."
4. Work with staff of the South Carolina Department of Education (SCDE), who will provide technical assistance and strategic support for the selected approach (State-Collaboration, Excellence in Teaching, or District-Designed) to ensure the grantee aligns with best practices for fiscal management, data collection, and psychometric analysis.
5. Participate in any technical assistance that the SCDE may conduct, which may include in-person meetings, webinars and conference calls.
6. Participate in any program evaluation conducted by the SCDE and any SCDE partners.
7. Use grant funds solely for compensating highly effective teachers as determined by the selected strategic compensation approach. For the purposes of this one-time award, this compensation is bonuses to teachers.
8. Return funds if the SCDE determines that strategic compensation funds were not expended in accordance with the grant agreement.